

IMPORTANT INSTRUCTIONS

regarding DROP OFF and PICK UP OF STUDENTS (2023-24)

We request that parents/guardians/caregivers use the Turn-Around area **ONLY** to both drop students off before school and pick students up after school.

Note: School Street is only to be used as a drop-off or pick-up lane for our 4K Program.

Arrival Procedures

[Note: Staff supervision starts at 8:20 a.m.](#)

- If providing your own transportation, enter the parking lot, staying in a single file line.
- The curb lane is the only lane that should be used for unloading. Continue to drive forward to keep the line moving.
- Parents/guardians/caregivers should remain in the vehicle and have children always exit on the curb side. Please stay in a **single-file line** as you drop off your child(ren). Starting your goodbyes before getting to the curb side will keep our line moving efficiently.
- **Your child will enter the building through the new cafeteria entryway.** Students will make their way to the playground through the building.
- After unloading a child, drivers should wait until the vehicle in front of them proceeds forward to exit. There is no passing or pulling out of line. Patience is necessary.
- **Upon exiting the parking lot, vehicles will be required to turn right onto School St.**
- Students on the playground will then re-enter the school via the playground doors when the first bell rings at 8:35 am.
- If students arrive after the 8:45 am bell, parents/guardians are asked to sign in the child through the front doors.

Walkers & Bikers:

- Students will not be able to walk through the parking lot to get to the playground. All bike racks will be located near the back of the playground inside the gate off of Airline Road. **All bikers should enter the gate to the playground off Airline Rd.**

Bus Riders:

- Students will be dropped off at 8:20 am and 8:24 am. Buses will be pulling up on Elm Street and dropping off students on the sidewalk that leads to Door #5. Students will enter the building through Door #5 and exit through Door #6 to go to the playground. We will have staff outside and inside the building to help students get in and out of the correct doors.

Dismissal Procedures

- We strongly encourage you to have a plan for which vehicle will be picking up your child(ren). Vehicle identification is an important part of the pick-up process. **Placing a sign in your window with your child's name and grade is extremely helpful.**
- Parents/guardians/caregivers should remain in the vehicle and have children always get in on the curb side. Please stay in a **single-file line** as you pick up your child.
- **After students are dismissed, parents/guardians/caregivers are not allowed to park in the pick-up lane while waiting for their child.** If the student(s) is(are) not in view when approaching the front of the pick-up area, parents will be asked to exit the area and re-enter the line, thereby allowing the traffic flow to continue. With our cadet-led "train" system leading students out to the pick-up area at 3:35 pm, we hope to have all students ready to go to avoid having to send vehicles back into the queue line.
- **Upon exiting the parking lot, vehicles will be required to turn right onto School St.**
- Since the buses will be picking students up on Elm Street, we are asking that vehicles **DO NOT turn right at the intersection of School Street and Elm Street.**

Walkers & Bikers:

- Students will be dismissed at 3:35 pm. Parents waiting for their child can wait by the pavilion on the playground. Students who are biking should not ride their bike until they reach Airline Road.

Bus Riders:

- Students will remain in their classroom until their bus # appears on the Smartboard, which will be no sooner than 3:40 pm. At that time, they will be lined up in the building before boarding the buses at 3:45 pm and 3:50 pm and will exit out Door #5.



SAFETY PRECAUTIONS FOR ALL VEHICLE AREAS

WHEN LEAVING THE PARKING LOT, PLEASE TURN RIGHT ONTO SCHOOL STREET, UNLESS YOU NEED TO RE-ENTER THE QUEUE LINE *****

- It is **not** permissible to drop students off on Elm Street or School Street.
- In addition, parents/guardians are not to park across from the school on Beech Street and cross between cars. Walking between cars is very unsafe, even with parent assistance.
- Please remember that although your child is safely inside the school or in your vehicle, many other students may still be walking around. Cautious driving is needed at all times. **Refraining from cell phone use and adhering to speed limits is strongly advised.** We will be monitoring these procedures to evaluate their effectiveness in reducing traffic congestion while ensuring optimum safety for our students.



Thank you for your cooperation and please drive safely!

DROPPING OFF or PICKING UP STUDENTS BETWEEN 8:45 AM and 3:35 pm

Parents bringing students in after school has already started or picking up students during the school day **will NEED to park their vehicle and come into school to sign the students IN or OUT.**

Please do not just send your child up to the door alone.

Again, we thank you for your cooperation and ask that you contact us if you have concerns regarding these procedures.

McDill Elementary School
(715) 345-5420

Instructions as of August 23rd, 2023